



The City of Belmont is requesting proposals from qualified consultants to develop Standard Operating Procedures (SOPs), State Water Resources Control Board (SWRCB) Sanitary Sewer Management Plan (SSMP) Overflow Emergency Response Plan (OERP) updates, and CalOSHA required policies/procedures needed by Public Works Operations.

#### Project Description

Public Works Operations currently have limited written SOPs and/or policies. This project will require the consultant to identify and create all required SOPs, State Water Resources Control Board SSMP Overflow Emergency Response Plan updates, and CalOSHA required policies/procedures needed by Public Works Operations that meet all current regulatory standards and requirements. The SOPs, SSMP updates and CalOSHA required policies/procedures must also meet the criteria set by the American Public Works Association (APWA) for its accreditation program. The consultant shall also provide in person training for the CalOSHA policies/procedures and SSMP Overflow Emergency Response Plan updates that are developed.

#### Scope of Services

The Consultant shall provide all necessary services needed to identify and create all required SOPs, Overflow Emergency Response Plan updates, and CalOSHA required policies/procedures needed by Public Works Operations including:

- Attend a kick-off meeting with City staff to review scope of work and confirm project schedules.
- All interested consultants must attend the kick-off meeting scheduled for May 6, 2015. Consultants should contact Randy Ferrando at (650) 595-7464 to schedule an appointment time.
- Review all existing written information/documents, meet with staff to identify needed SOPs, SSMP Overflow Emergency Response Plan updates, CalOSHA required policies/procedures, and gather technical information and photos necessary to complete SCOPE.
- Assess and recommend any additional areas of Public Works Operations not identified in this RFP that would require SOPs and/or CalOSHA required policies/procedures. Propose these as an additive item for our consideration.

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- Include job hazard analysis with all applicable SOPs, SSMP Overflow Emergency Response Plan updates and CalOSHA required policies/procedures.
- Provide on-site in person training for the CalOSHA policies/procedures and SSMP updates that are developed.
- At a minimum develop new SOPs for:
  1. Backhoe operation
  2. Skid-steer loader operation
  3. Excavator operation
  4. Asphalt roller operation
  5. Paving machine operation
  6. Concrete/asphalt saw cutting machine operation
  7. Towable air compressor operation
  8. Sewer combination truck operation
  9. CCTV van operation (without pipeline assessment criteria)
  10. Aerial truck operation
  11. Street sweeper operation
  12. Portable generator operation
  13. Table saw operation
  14. Band saw operation
  15. Belt sander operation
  16. Sign machine operation
  17. Hot melt applicator operation
  18. Cut off saw operation
  19. Chain saw operation
  20. Gas meter calibration/maintenance/operation
  21. Locating utility lines
  22. Vehicle inspections/safety precautions
  23. Catch basin inspection/cleaning
  24. Street sweeping
  25. Working in/around creeks
  26. Graffiti removal
  27. Banner installation/removal

28. Curb painting
29. Sign making/installation/repair/replacement
30. Street light maintenance/repair
31. Installing pavement markings (striping and legends)
32. Traffic signal inspection/repairs
33. In-pavement crosswalk light inspection/repair
34. Sewer lateral (lower) hand rodding
35. Sewer line jetting
36. Pipe point repairs
37. Manhole entry
38. Sewer smoke testing
39. Pump station (sewer & storm) inspections/maintenance/pump removal
40. Asphalt crack sealing
41. Asphalt pothole filling/pavement repairs
42. Lockout/Tagout

- Develop a Confined Space policy and provide training in accordance with Title 8 CCR Section 5157 (including confined space identification and classification).
- Develop a Lockout/Tagout policy and provide training in accordance with Title 8 CCR Section 3314 (including authorized person testing).
- Develop a Fall Protection policy and provide training in accordance with Title 8 CCR Section 1671(including fall hazard evaluations).
- Develop an Evacuation and Trenching policy and provide training in accordance with Title 8 CCR Section 1541.
- Develop a Traffic Control and Flagger policy and provide training in accordance with Title 8 CCR Sections 1598 and 1599.
- Develop a Welding and Hot Work policy and provide training.
- Develop a HazWoper – First Responder Operations policy and provide training in accordance with Title 8 CCR Section 5192.
- Update the City’s SSMP Overflow Emergency Response Plan, and develop sewer overflow and backup response procedures (SSO plan) to reflect new SWRCB Monitoring and Reporting Program (MRP) requirements and the California Sanitary Risk Management Authority’s mandatory policy and procedure for residential sewer backup response and claims handling. Provide a computer based training module that covers the completed SSO plan.
- Develop (11) eleven Sanitary Sewer Pump Station Emergency Response Plans, including an applicable photo-based bypass, emergency power and lockout/tagout SOPs, reflecting SWRCB Office of Enforcement requirements, in accordance with SWRCB requirements. Include training and bypass drill. All plans to be waterproof.

- Develop (2) two Storm Water Pump Station Emergency Response Plans, including an applicable photo-based bypass, emergency power and lockout/tagout SOPs. Include training and bypass drill. All plans to be waterproof.
- Develop a Water Quality monitoring Plan for SSOs 50,000 gallons or greater, in accordance with the latest MRP requirements. Provide water sample collection training.
- Provide SSO volume estimation training in accordance with the latest SWRCB SSMP requirements.
- Final submittals will include three (3) complete bound sets and one (1) complete Microsoft Word file.

### Proposal Requirements

The proposal should focus on the abilities of the key individual members of your team to meet the specific requirements of this project, as well as the support that your team members can provide to the key individuals. Three (3) copies of the proposal should be submitted which shall include the following:

#### 1. Project Team

Identify the key individuals from your firm and from the other firms anticipated for supplemental service. The project manager who will be committed to the project for its duration shall be identified. Describe each key person's role on the project team and how he or she will contribute to the success of the study/analysis team. You should include an organization chart.

#### 2. Experience

Your proposal should include descriptions of relevant projects conducted by your firm and the members of your team, including familiarity with the APWA's accreditation program. The description should explain why it is applicable to Belmont's project.

The experience of the designated project manager and other team members with the requirements of this project should be shown.

Provide references for the three most directly applicable projects, with current verified telephone numbers, so that we may contact them and ask about your services.

#### 3. Approach

Your proposal should include your approach and examples of like projects used to scope and conduct this project. Please make note of those issues you think are critical in all phases to the success of this project and your approach to resolving these issues. Provide information on how APWA's accreditation program will be managed as part of your work plan.

4. Agreement for Service

The contract will be issued by the City of Belmont. A sample of the City's standard Services Agreement is attached for your review. Comments on this agreement should be included with your proposal.

5. Schedule and Level of Effort

Your proposal should include a comprehensive schedule of events that your firm can commit to. The estimated level of effort for each project milestone should also be included by classification and hours. Assumptions made about turnaround times required from the City and other agencies for reviews and other activities should be included.

6. Pricing

Your proposal should include an itemized cost estimate for all work required for this project. Any assumption made should be clearly noted. If you are selected to participate in the second phase of the selection process (interviews with the City), you will be required to submit a final scope and cost proposal for this project within one week of being notified by the City. If any of the services you are proposing are available through a State of California contract, or other similar government-related master agreement, include your contract number and other relevant information.

Consultant Selection

A committee consisting of City staff will evaluate submitted proposals. We anticipate the review of proposals will occur in two or three phases. The first phase will consist of the selected bidder's qualifications being evaluated. The second phase will consist of finalist interviews (scheduled for the week of May 25<sup>th</sup>). The third phase, which may or may not occur depending on the outcome of earlier phases, will be contract award. Failure to complete contract requirements, including but not limited to insurance documentation may result in disqualification. Consultants are solely responsible for their costs associated with submitting a proposal.

Review Criteria

The following are the City's criteria for the RFP short list.

- Past experience and track record in completing projects of similar scope and complexity for municipalities.
- Consultant's demonstrated understanding of requirements and needs of the City based on submitted response.
- Consultant's timeline needed to complete the project.
- Feedback from reference customers.

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- Consultant's acceptance of City's Services Agreement.
- Total cost for the services proposed.

Proposals shall be submitted on or before **5:00PM on Wednesday, May, 20 2015** to:

Randy Ferrando  
Public Works Department  
City of Belmont  
One Twin Pines Lane, Suite 385  
Belmont, CA 94002

If there are any questions regarding this request for proposal, please contact Randy Ferrando at (650) 595-7464.

Attachments:

Services Agreement